



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890606-07

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Office of The Secretary of State Georgia Real Estate Commission Suite 500 - Sussex Place 148 International Boulevard, N. E. Atlanta, Georgia 30303-1734	Date Received	Date Completed
		NOV - 6 1989	FEB 28 1990
2. Person to Contact		Working Title	
Durward L. Forbes		Time-Share Specialist	
		Telephone Number	
		404-656-6738	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest		
1987	"to date"	Application Correction Letters	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
The Georgia Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salespersons, additionally establishing rules and regulations relating to the professional conduct of the real estate licensees in the state of Georgia.			
The Licensing Section is responsible for processing applications submitted for issuance, reissuance, activation, inactivation, surrender, and transfer of licenses.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Lack of information, incorrect items, and lack of supporting documents needed to complete application. All original documents returned to applicant along with correction letter citing deficiency.			
Included are: Correction Form Letter and envelope with Postmark Date.			
Current Form Letter (FACL 9/88) is returned to applicant with entire application indicating missing or incorrect documentation.			
File is arranged: Monthly in Alpha order.			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old _____ 3 _____; Seven to twelve months old _____ 1 _____; Thirteen to twenty-four months old _____ 1 _____; twenty-five months and older _____ 0 _____?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____ 2 _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>3</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Rule 520-1-.09(4): Historically the monthly referral rate dictates files be kept for three (3) years. Used to verify documents were returned to applicant due to being incomplete.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area; hold 1 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10-30-89	<i>[Signature]</i>	10-31-89
890606-07 * See page 3 for signatures		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 90-004		<input checked="" type="checkbox"/> State Auditor/Designee	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/> Secretary of State/Designee	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/> Attorney General/Designee	<input checked="" type="checkbox"/>

(Reverse Side)

P 2 of 3

STATE RECORDS COMMITTEE

RECORDS RETENTION SCHEDULE APPLICATION

SIGNATURE SHEET

Sheet 3 of 3

Schedule # 90-004

Date Approved FEB 28 1990

Application # 890606-07

APPROVED

DATE

Governor/Designee:

W. H. Roper

2/13/90

Commissioner,
Administrative Services/Designee:

Larry Clark

2/28/90

State Auditor/Designee:

W. J. Feltz

2-13-90

Secretary of State/Designee:

Edward Weldon

2/8/90